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TLC meeting
DDP

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assumed DDTR has copy
MINUTESTRAINING OFFICERS MEETING Document No. 020Thursday
3 June 54NO CHANGE in Class. ☐☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 6 Feb 78 By: 022

Attendance:

Mr. Baird, DTR

25X1A

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1. Modification of BIC/SUP:

25X1A

[REDACTED] presented the viewpoint of several offices within DD/A regarding changes in the present BIC/SUP program. He proposed that the BIC(CS) remain as is, and that the Admin Support Course remain substantially unchanged for DD/A personnel for whom an overseas assignment was projected in the near future. For other DD/A personnel, particularly those whose headquarters stay would be indefinite, [REDACTED] questioned the desirability or need for them being given instruction in overseas administrative matters. He suggested that for this group the block of instruction on overseas administration be deferred until an overseas assignment was imminent.

25X1A

Mr. Baird recognized DD/A's problem in OTR's providing similar instruction for overt support personnel and covert support personnel. [REDACTED] was informed that a blanket waiver of the Admin Support Course could be arranged for any group within the DD/A when this course seemed inappropriate. [REDACTED] pointed out the ad hoc arrangements for auditing elements of the Admin Support Course which have already been provided certain DD/A personnel. It was observed by [REDACTED] that finance and logistics coverage was satisfactory [REDACTED] added that this was true of personnel matters too.

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25X1A It was recommended that a key official from DD/A should monitor or enroll in the Admin Support Course with a view to analysing the headquarters and field coverage. With this better understanding of the present situation, more meaningful steps could be taken toward meeting the needs of the DD/A offices. In this connection [REDACTED] made available a tabular breakdown of time spent on various types of material in the last two weeks of the Administrative Support Course.

25X1A [REDACTED], representing DD/P Admin, stated that Mr. [REDACTED] has requested that personnel transferring into DD/P Admin from DD/A should already have had all of the present BIC/SUP Course as minimum training. [REDACTED] verified that this had been done by a memo dated 12 July 1953.

25X1A [REDACTED] expressed appreciation for the advice and assistance given to him and promised to re-examine the situation and obtain a firmer indication of any needed changes. In response to his questioning it was generally agreed that DD/P personnel, as well as DD/A personnel could profit by additional emphasis on the problems of headquarters administration.

2. Orientation Course, May Running:

25X1A Mr. Baird discussed the need for re-examining the numbers of GS3's, 4's, and 5's who have been attending the Agency Orientation Course. He expressed disappointment with the caliber of personnel attending the May course, wherein 40% were GS-5 and below. The course as conceived by the DTR is and should be particularly valuable for middle grade and upper grade overseas returnees. Those attending the course should, in large part, be from DD/P. Members of the CS Committee agreed that there should be some screening of applications but shared [REDACTED] skepticism about putting responsibility for attendance in the hands of supervisors.

3. "Order of Battle" Briefing at Aberdeen:

25X1A [REDACTED] reported that the letter from OTR had been referred to the Deputy Chief, [REDACTED], FI. It was agreed to defer a report on requirements for briefing until 24 June. Prior to that time, [REDACTED] will be invited to attend a meeting with Area Division Training Officers.

4. Meeting of Committee with Div Training Officers, 28 May:

25X1A [REDACTED] briefed OTR personnel on the items discussed at the 28 May meeting of Area Division Training Officers. Besides informing TIO's of the matters discussed at the recent [REDACTED] meeting [REDACTED] reported the following items of particular interest:

- a. There will be a report on 17 June re the survival training memo.

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b. Division Training Officers, although sympathetic with the decision to eliminate overlapping of Phases II and III, have called attention to the problem of scheduling training for personnel overseas. [REDACTED] assured the CS Committee that a revised long term schedule should be available by 17 June.)

c. The [REDACTED] material furnished [REDACTED] did not include the "catechism." He requested OTR assistance in obtaining a copy.

5. Inspector General's Report:

It was reported that comments of the CS Committee had been received by [REDACTED] but doubt was expressed whether the Inspector General's Report on OTR had been seen by him. [REDACTED] observed that [REDACTED] had not yet seen comments of the CS Committee, although Mr. Kirkpatrick may have.

Mr. Baird assured the CS Committee that a copy of OTR's response to the IG Report would be made available to them. It will be ready in a few days.

6. [REDACTED]

[REDACTED] has informed the Division Chiefs that the CS Committee would meet with each of the divisions to discuss the provisions [REDACTED] training officer. Meetings have already been held with FE and WE at the request of the Chiefs of each of these divisions. Although few of the present incumbents meet the requirements for filling the training officer position, the CS Committee is recommending retention of the present TIO's because of their knowledge of training problems, but the Committee plans to enforce the more rigid requirements for successors to the present incumbents, as needed.

7. Reorganization of [REDACTED] Staffs:

[REDACTED] reported that the 24 May reorganization order has not yet been signed.

8. Weekly Report Enrollments:

Because of the benefits obtained from the weekly enrollment statistics, it was agreed that [REDACTED] would provide similar data in the nature of a trial run to reflect the current situation as of the next Friday meeting for Area Division Training Officers. [REDACTED] offered the services of her office in assisting Miss [REDACTED] to provide the copies needed.

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Regarding enrollments, Mr. Baird announced that OTR might need assistance for providing Phase II training to JOT's who were in excess of the OTR quota for this course. It seems that this can be arranged.

Low enrollments in the Air Ops Course and the Resistance Ops Course were commented upon.

9. Evaluations:

25X1A [REDACTED] reported that [REDACTED] had been appointed as a subcommittee to meet with A&E representatives next week to draw up necessary procedures and policy statements on evaluations. Similar committees have been arranged to include representatives from DD/I, DD/A and the Office of Personnel.

25X1A [REDACTED] emphasized that the matter of consumer desires re evaluations was a separate topic from the primary function of these working committees.

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A G E N D A

TRAINING OFFICERS MEETING

T h u r s d a y
3 June 54

1. Modification of BIC (SUP) -- Mr. [REDACTED]
2. Orientation Course, May Running -- Mr. Baird
3. "Order of Battle" Briefing at Aberdeen -- CS Trng Com
4. Meeting of Committee with Div Training Officers, 28 May -- CS Trg Com
5. Inspector General's Report -- CS Trng Com
6. [REDACTED] -- CS Trng Com
7. Reorganization of PP and PM Staffs -- CS Trng Com
8. Weekly Report of Enrollments -- CS Trng Com
9. Evaluations -- CS Trng Com

low calib

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